



Veg Shed Coordinator

About the Farm

The Community Farm is a not-for-profit social enterprise based in the Chew Valley, just outside Bristol and Bath. We are a nature-friendly, organic farm, working with a network of producers who share our ethics, to supply fresh, local and organic food to hundreds of households throughout Bristol, Bath, the Chew Valley, Frome and Weston-Super-Mare. We aim to grow community as much as we grow food. Every year we welcome over 1,500 people onto the land for volunteering sessions, wellbeing courses and events centred around food, farming and connection to the land.

Who are we looking for?

We need people who are strongly self-motivated and have a deep enthusiasm for food, farming and the natural world. The Farm is an inspiring place to work, and the enthusiasm of our wonderful volunteers keeps us all motivated. Working at The Farm does involve handling a myriad of weather conditions, even office-based workers need to relish the farm environment. Unfortunately, there is no public transport to The Farm, so you must be able to drive and have access to a car, or be a keen cyclist. Please note you will need to be confident driving a 3.5 tonne vehicle to move produce between the warehouse to the Veg Shed.

Terms and Conditions

Job type: Part-time, permanent position.

Hours: 7-hours every other Saturday.

Location: based at the warehouse of The Community Farm, Denny Lane, Chew Magna, BS40 8SZ

Pay: £12.00 per hour. You will be expected to work within these hours, paid overtime to be agreed with your line manager.

Holiday: 28 days annual leave a year, rising to 32 days after 12 months continual service, and 33 days after 36 months (pro rata)

Benefits: Company Pension and Sick Pay, fresh veg, Cycle to Work Scheme

Resignation period: This role requires a 1-month resignation period (upon completion of probationary period of 3 months)

Main Purpose of the Job

The role of Veg Shed Co-ordinator is to take responsibility for the running of the Community Farm Veg Shed at our farm site in the Chew Valley. The role will involve liaising with the farm to ensure the Veg Shed is well stocked for Saturday trade, closing and security of the veg shed and warehouse at the end of the day, being commercially aware to ensure targets are met and being responsible for health and safety and cash handling.

Position in The Community Farm

Reports to and supported by: Warehouse Manager

Main relationships: Warehouse Manager, Logistics Coordinator, Food and Farming Manager, Veg Shed Coordinator

Line manages: N/A

Duties and Responsibilities

This is not an exhaustive list of duties but gives an outline of the roles and responsibilities of this position.

Operational Duties

- Opening and closing of the Veg Shed.
- Being responsible for ensuring the trading targets are met through:
 - Proactively managing the ordering and stock control to maintain a constant supply of good quality produce on display for all of the Saturday opening hours
 - Provide friendly and helpful customer service and achieve strong sales
 - Communicating with the Warehouse Manager and Logistics Coordinator to ensure the smooth and efficient running of the Veg Shed
 - Managing the commerciality of the Veg Shed, from the products sold, to the layout, look and design of displays
 - Being a positive ambassador of The Community Farm in the local community
- Overall responsibility of cashing up and closing stock take
- Display units are kept clean at all times
- Stock and waste management
- Creating an atmosphere that is welcoming and friendly for all customers
- Maintain up to date knowledge of the Farm, and our Communities programme

General Responsibilities

- Acting enthusiastically as an ambassador for the aims and reputation of the Farm
- Communicating kindly, openly and clearly at all times with colleagues, volunteers and visitors

- Being flexible in covering other roles or additional duties when essential (and if skilled to do so) in the event of sickness, holidays, or exceptional circumstances, including occasional evening and weekend working

Legal Responsibilities

- Helping create a safe workplace for all staff and visitors
- Helping meet all Environmental Health, Food Hygiene and Trading Standards regulations
- Helping with actions and record-keeping for Soil Association Organic Certification inspections

Person Specification

All items below are desirable but none are essential by themselves.

Knowledge and Experience

- Working on a commercial retail operation
- Selling or working with fruit and veg
- Stock management
- Cash handling
- Working on your own
- Waste management

Qualities and skills

- Organised, thorough and methodical
- Excellent communication skills
- Excellent relationship building and networking skills
- Good numeracy and mental arithmetic skills
- Shows initiative and takes personal responsibility for completing tasks
- Adopts a positive attitude – willing to assist others even when busy
- Diplomatic and able to work effectively under pressure
- Physically capable

Closing date: Open ended

Interview Date: TBC

Start date: ASAP

The Farm reserves the right to close applications early if a suitable candidate is found, so please complete your application as soon as you can, and don't hesitate to contact us at jobs@thecommunityfarm.co.uk with any questions.

Inclusivity Statement

The Community Farm recognises that the farming and environmental sectors are amongst the least diverse employment sectors. We aim to be an inclusive employer and organisation. Studies have found that women and candidates from minoritised communities do not apply

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to roles unless they meet 100% of the criteria. We encourage candidates to apply even if they do not meet all the criteria in the person specifications.

**Contact: for any questions relating to this application, please contact
jobs@thecommunityfarm.co.uk**